

Cathedral Catholic Primary School Bathurst

Access & Egress Policy

**This Policy relates to movement in and out and around the Cathedral School
Grounds**

(Revised Term 2 2018)

School commitment

Cathedral School is committed to providing a safe place of work and education, and a safe means of access and egress within the school grounds. Safe access and egress includes:

- maintaining clear and unobstructed means to facilitate the movement of people and equipment in and out of the school
- providing and maintaining clear and unobstructed means to facilitate the movement of people and equipment within the school
- providing the means to ensure appropriate and safe access for all school tasks.

School Grounds Access and Egress

The grounds of Cathedral School can be accessed in a number of ways. This part of the Access and Egress policy relates specifically to ensuring safe access for parents, and particularly students, to the school grounds in the morning when arriving and in the afternoon when leaving.

For safety reasons it is important that the following procedures be understood and followed by teachers, parents and students.

The two most important parts of our Policy are that:-

- i) no student should leave the School grounds unaccompanied by a responsible adult, and**
- ii) parents who are collecting their children should come into the school grounds and collect their child/ren from the designated spot.**

Car

Parents are asked to not use the Bus Bay area when dropping students at school or collecting at the end of the day.

The teacher car park is also not to be used for dropping off or picking up children.

Parents are encouraged to use the **Parish Car Park** to drop children off and pick up in the afternoon.

When using the Parish Carpark parents are asked to:-

- i) **only park** in the marked parking bays. If the Parish Carpark is full, then parents are asked not to queue across the entrance to the carpark or to park up the centre of the carpark. When the car park is full, the parents are asked to find parking in the surrounding streets and to walk to the grounds to collect their child/ren.
- ii) use the parking bays further down the carpark. The cement path allows the children to leave the cars and to walk safely to the entrance gate adjacent to the Hall.

Access to the school can be made from Keppel, George and William Streets.

Collecting Students

Parents are also asked to collect their students from the COLA (Covered Outdoor Learning Area) and not expect the children to walk across the road or through the carpark to their parents. **With a high traffic volume and numbers of children, adherence to this policy is vital in the interest of child safety.**

Parents are asked not to stand at the fence, or next to their cars and call the children to leave the grounds unaccompanied.

Bus

A number of bus companies service the school, arriving for school between 8.35 a.m. and 8.55 a.m. and departing between 3.10p.m. and 3.20p.m. Each afternoon children wait in the Bus Bay area to board their buses.

Children are reminded that when on buses and in our school uniform, they are representing our school and as such should display behaviour that will bring credit to our school. Students are also expected to adhere to the 'Code of Conduct' issued by the Department of Transport.

Students are escorted from the Bus Bay area and to the buses by a teacher.

Parents should not use the Bus Bay to drop off or collect children during the times designated on the signs. Failure to comply with this may result in Police Fines.

Bicycle

While on the school grounds, children who travel to school on bicycles are asked to walk their bicycles to and from the racks. Bikes are not permitted to be ridden on the playground at any time.

Walkers

Students who leave the school and walk to their destination will be accompanied out of the grounds by a teacher.

'Walkers' are asked to wait outside the Year Three classrooms at the conclusion of the day. The teacher on duty will:-

- collect the students from outside the Year Three classrooms.
- take them to the exit gate (Keppel Street – adjacent to the CDF)
- walk students and see them across George and Keppel Streets at the George / Keppel intersection, using the pedestrian crossings.
- walk the remaining students to the Keppel / William intersection and see them across Keppel Street and William Street using the pedestrian crossings.

Access at night

- i) Movement sensor lights are installed on the main walkway from George Street and at the ramp leading from the Teachers' carpark.
- ii) Security lighting is installed around the school and is regularly maintained.
- iii) Floodlights have been installed to fully illuminate the entire main paved area. This lighting is used particularly for night-time activities e.g. Parent/ Teacher Meetings, Grade Nights, Family Night etc.

Gates

Gates for vehicular access are located in George Street (main entrance), Teachers' Car Park (Keppel St playground) and Parish Car Park (William St playground). These gates are locked and contact with the Office is required to gain access.